

Process...EA Review of Project Milestones...Process

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1. Process

This narrative describes the OEAM (Office of Enterprise Architecture Management) enterprise architecture compliance review process for IT Project Milestones in terms of where the review applies, what information is reviewed, how the review is conducted, who is responsible, and when the process steps occur. Appendix-A details the evaluation criteria that is used in this process.

1.1. Where does the EA Project Milestone Review Process apply?

It applies to all IT-Related Projects that require an OMB Ex-300 Budget request and/or are managed under the Office of Information Technology's Project Management Oversight Process. (OIT review and approval for Ex-300 Budget Requests is performed under a separate, but related, process).

1.2. What types of IT Projects need to be reviewed?

All Information Technology (IT) related Projects, requiring CIO approval, must be managed under this gated milestone process, under the auspices of the Enterprise Information Board (EIB). This review applies to all budget requests that involve IT expenditures.

1.3. Why is there a need for EA Project Milestone compliance review?

The Office of Information Technology's VA Directives 6000 and 6051 define an integrated process that consists of planning, budgeting, procurement, and management-in-use of VA's information technology investments. According to these Directives, VA's IT investments must be controlled by a gated process that assures conformity to CIO policy at five separate stages in the project development lifecycle, which are named Milestone-0 through Milestone-IV.

At each Project Milestone, the EA review assures conformity to VA mission objectives, service to veterans, efficient re-use of VA processes and data, interoperability between technical components, necessary augmentation of shared infrastructure subsystems, and orderly preparation for and execution of enterprise-level deployment.

1.4. How is the Project Milestone Review conducted?

The diagram below shows an overview of the Enterprise Architecture Milestone Review process.



This figure depicts the typical process flow of an EA Project Milestone review. This flow applies to the five development project milestones identified as:

- Milestone 0 Project Initiation Approval
- Milestone I Prototype Development Approval
- Milestone II System Development Approval / Full Acquisition
- Milestone III System Deployment Approval
- Milestone IV Post Implementation Reviews /In-Process Reviews

The Office of Enterprise Architecture Management (OEAM) has developed a guide table (please see Appendix A) that is made available to requestors and reviewers. This serves as the set of evaluation criteria to performing the EA Milestone review.

This guidance is based upon the VA Enterprise Architecture V4.0, The VA Technical Reference

Model V4.0, The EA Performance Management Plan V4.0 and guidance provided by OMB.

The review is performed by the VA Chief Architect or by members of the OEAM staff.

At these five points along the Project Lifecycle, the project sponsor or project manager provides information to the Office of Enterprise Architecture Management (OEAM), pertaining to the current level of development of the project) which is then used to perform an EA staff review of the project. The OEAM staff evaluates this material in collaboration with the sponsor or project manager and prepares a statement of assessment for use by the Enterprise Information Board, in determining if the project has met the requirements of the next milestone and should be given permission to proceed. The criteria for these EA Milestone reviews is provided in Appendix-A

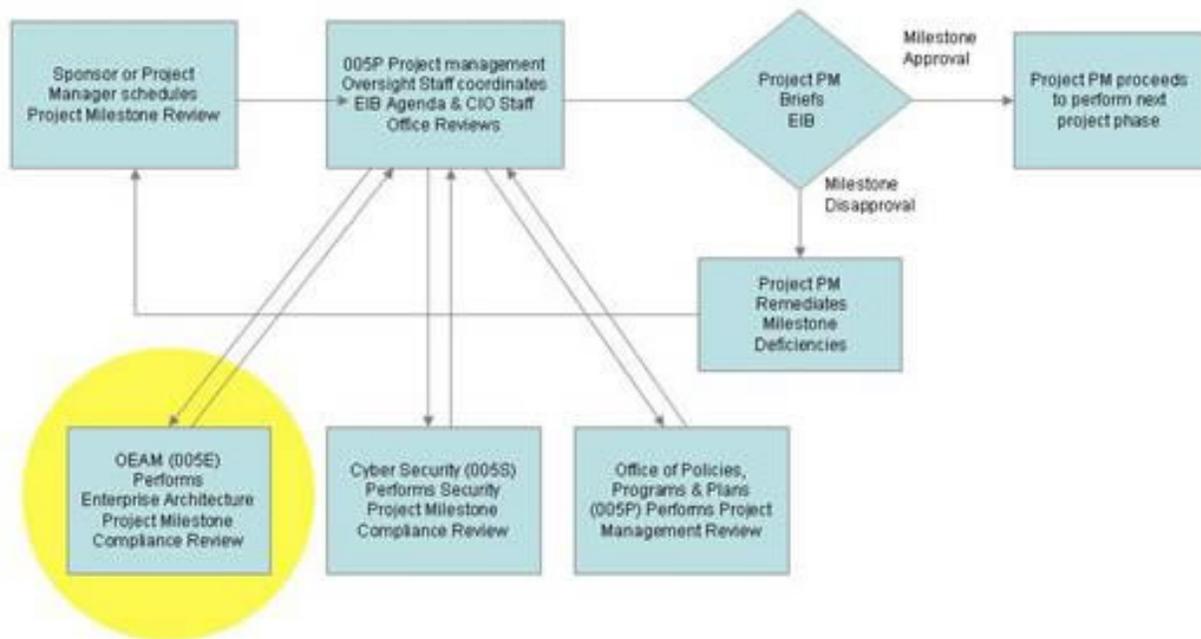
1.5. Who is responsible for conducting the OEAM Project Milestone Rev

The VA Chief Enterprise Architect is responsible for issuing OEAM concurrence or non-concurrence for each IT Project Milestone review. The Chief Architect's recommendation is passed to the Enterprise Information Board for consideration in project milestone approval. OEAM staff can also make such decisions in the Chief Architect's behalf.

When does the Project Milestone Review process occur?

Project milestone reviews are outlined in the project schedule/plan and may be altered by concurrence between the sponsor and the CIO. Project milestone reviews are scheduled between the project manager and the OIT Project management Oversight Staff. The milestone review is conducted by the Enterprise Information Board (EIB) after conducting staff reviews with Enterprise Architecture, Cyber Security and Project Management Oversight. The EA review process is highlighted in the following diagram.

VA IT Project Milestone Review & Approval Process



1.6. Integration of the Milestone Process

In the following diagram, the Project Milestones are highlighted and the EA activities at each milestone are annotated below each milestone:

The Integrated Process Flow for VA Information Technology Projects.

